**ISER BUGS PRESENTER’S CHECKLIST**

As workshops are presented in the Connected Learning Room of a school and most often not on the IWB of the presenter’s classroom, problems often occur. Here is a checklist to complete prior to the ISER BUGS presentation to assist with the use of technology.

At least a day before:

Check all batteries in all remotes in the Connected Classroom. Have spare batteries with you just incase.

Log into the IWB in the Connected Classroom and make sure computer is updated and has all relevant software needed for presentation.

Turn on VC equipment (LCD monitor) and make sure that Tandberg is working. If not, a solution is to re-boot the system and this is done by removing the CODEC cord (which is labelled) from power source and waiting 30 seconds before re-plugging in. If this doesn’t work, turn all cords off and on and then try VC again. If all else fails you will need to log a call to IT Help on 1800 338 483 and follow prompts to VC support.

Check back camera is working as this allows people on VC to see you in front of IWB whilst presenting as well as your presentation on Bridgit.

On the morning:

ISER BUGS starts at 8.00am sharp and schools are encouraged to log in at approximately 7.50am so ready to go. This means presenters need to have VC VMR set up using 571032559 and Bridgit using ID: ***ISER BUGS*** and password: ***ISER*** (note all upper case) by 7.45am for safe measure.

Have presentation up on IWB and if any websites being showed have them opened and minimised to save time in presentation. If any videos are being shown make sure they are working and sound is good.

Where possible a committee member will join you at your school for the presentation. If this is not possible, you will be issued with the mobile phone number of a committee member who will be joining the workshop at another venue. Have this number on hand to ring if you have any issues.